



Horsham Special School – School Enrolment Policy

Rationale

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.

Aims

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Implementation

1. To be enrolled at Horsham Special School, a student must have eligibility status as determined by the Department of Education & Training in the Program for Students with Disabilities, in the specific category of **Intellectual Disability**.
2. Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by April 30 of that year) and an immunisation certificate.
3. A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided along with evidence of disability eligibility.
4. Other parents seeking early age entry for their children must make a written application to the Regional Director.
5. Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
6. All enrolments will require the completion of the CET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
7. The Principal will contact principal/s of previous school/s of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, to seek a transfer note or an immunisation certificate (in enrolling), and to discuss any academic or behavioural matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.
8. Students will be allocated to classes according to a combination of class size and student need.

Transfers During the School Year

Any eligible student transferring during the year from a Victorian Specialist School, must be accommodated as soon as is practicable, in accordance with point 7 above.

Any *other* eligible student enrolling at our school will be accommodated and begin attendance as soon as is practicable, in accordance with point 7 above, **if there is sufficient space in their age/ability class**. Sufficient space is determined by the Department of Education & Training's classroom ratio regulations for Specialist Schools.

Functional Placements (as defined by the Department of Education & Training)

- The school will only consider such enrolments in full consultation with all key stakeholders, including; current school Principal, parents, Student Support Services Manager, any therapists working with the student, any medical or specialist practitioners working with the student.
- Enrolment to the school under the category of a Function Placement will only occur in accordance with Approval Protocols from the Regional Director.
- The validity of each Functional Placement will be assessed annually by the Student Support Group, to ensure the best educational environment is chosen, whether that be a special or mainstream school.

Evaluation

This policy was last updated in May 2019 and will be reviewed in May 2021.